

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5134

**TITLE:** PUBLIC WORKS – ENVIRONMENTAL SERVICES SPECIALIST

**GRADE:** S-25

**DEFINITION:**

Under general supervision, performs journey level operations work in public works/environmental services programs including developing, implementing, and evaluating programs; developing and documenting administrative/management policies and procedures; marketing/public relations; resolving problems; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions in the Public Works/Environmental Services Specialist class are operations specialists that utilize knowledge of industry methods and heavy equipment used in public works/environmental services plants or facilities whereas the Management Analyst II class performs a wide range of professional level management work (e.g., personnel, budgeting and financial management, contract administration and management) and the Engineer II performs developmental engineering work in the design, construction, or operation and maintenance of streets, buildings, drainage systems, solid waste facilities, sewers, and the administration of County code and ordinances.

**ILLUSTRATIVE DUTIES:**

Coordinates multiple public works/environmental services programs in wastewater, solid waste or stormwater management;

Prepares technical specifications for DPSM contracts, and serves as liaison with DPSM on procurement actions;

Monitors construction and environmental remediation projects, resolves problems with engineers and contractors, approves or recommends approval of change orders and, as authorized, approves contract payments.

Monitors construction costs;

Monitors special projects and ongoing operations to ensure compliance with environmental laws and regulations, and recommends changes as necessary to ensure continued compliance;

Coordinates agency operations in response to County-wide environmental initiatives;

Coordinates and directs training sessions for operations and administrative staff;

Reviews and develops reports, maintains large and complex databases, and keeps files in accordance with permit conditions on environmental services area;

Participates and assists in long range planning for public works/environmental services management operations, emergency response, and capital projects;

Prepares continuity of operations plans identifying critical infrastructure and single point of failure sites;

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Provides day to day oversight of and support for programs such as emergency operations planning, disaster recovery, and operations contingency plans;  
Assists in developing strategies for debris collection and disposal in response to natural disasters and emergencies;  
Directs emergency response practice drills;  
Reviews equipment condition and performance in order to plan for replacement cycles and upgrades;  
Prepares and reviews permit applications and responds to requests for additional data from local, state and federal agencies;  
Maintains current working knowledge of local, state, and federal environmental laws and regulations as they apply to wastewater, solid waste or stormwater management;  
Researches and writes operations or systems instructional material and standard operating procedures;  
Coordinates plant tours, gives educational presentations as requested by citizen groups, responds to citizen written and verbal requests for information or assistance, and presents technical information at citizen meetings;  
Provides customer service with information and assistance to co-workers, County staff and the general public;  
Serves on Council of Government Committees in environmental services areas;  
May act in the absence of the complex manager.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the common methods and equipment used in wastewater, solid waste or stormwater management operations or construction projects and of inspection methods used in reviewing such work;  
Knowledge of heavy equipment and large commercial vehicle operations.  
Knowledge of mechanical, electrical, pneumatic, and hydraulic equipment operation;  
Knowledge of emergency response procedures in the assigned public works/environmental services area;  
Ability to coordinate, implement, and modify various aspects of a particular wastewater, solid waste, or stormwater management program or area;  
Ability to train and supervise staff;  
Ability to review construction documents and proposals for cost and compliance with County standards, guides and operational needs;  
Knowledge of state and federal laws, regulations, codes, and ordinances which apply to the functional area;  
Knowledge of environmental testing methods;  
Ability to collect and compile research data;  
Ability to prepare reports, specifications, and procurement and contract documents and to present information in a clear and concise format;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain effective working relationships with other county agencies, citizen's groups, community, County, and state officials.

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**EMPLOYMENT STANDARDS:**

Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a bachelors degree in environmental sciences, engineering, construction management, or related field; PLUS one year of experience in a field appropriate to the assigned program area.

**CERTIFICATES AND LICENSES REQUIRED:**

A valid driver's license may be required for some positions as identified to the Department of Human Resources.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of a Virginia Waste Management Facility Operator Class II License, or the ability to obtain one within two years of appointment is required for certain positions as identified to the Department of Human Resources.

Possession of a valid Virginia Waste Management Facility Operator Class I and II license or the ability to obtain same within six months may be required for certain positions as identified to the Department of Human Resources.

ESTABLISHED:      October 12, 2007